



**Government of the District of Columbia
Executive Office of the Fire Chief
Fire and Emergency Medical Services Department**



Freedom of Information Act Request Form

Date of Request: _____ Name of Person/Agency Making Request: _____

I hereby complete this application under the Freedom of Information Act Request to obtain a copy of the following (Fire Incident report and/or Fire Inspection record(s)) that are housed within the District of Columbia Executive Office of the Fire and Emergency Medical Services (FEMS).

Please circle the report and/or record of interest:

Fire Incident Report / Fire Inspection Record(s)

FOIA allows the Executive Office of Fire and EMS to charge a fee for processing FOIA requests. The cost may be waived if disclosure of the information is in the public interest. If you are requesting a fee waiver, please check the box below and provide the details supporting this request. You will be notified of the amount in advance. To the extent permitted by applicable law, fees must be paid in full prior to the release of requested copies. **See District of Columbia Official Code § 2-532(a)(b).**

Requesting a Fee waiver:

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Details supporting this request:

Fire Incident Report:

Date of Incident: _____ Incident No. (If available): _____

Location of Incident: _____

Requester's Mailing Address: _____

Requester's Contact No. and E-mail Address: _____

Fire Inspection Report:

Type of Occupancy: _____

Requester's Mailing Address: _____

Requester's Contact No. and E-mail Address: _____

FOIA allows a public body, upon request reasonably describing any public record(s), shall within **15 days** (with the exception of Saturdays and Sundays, and legal public holidays) make the requested public record(s) accessible and/or available. **See District of Columbia Official Code § 2-532(c).**

Frank D. Reeves Municipal Center – 2000 14th Street NW, Suite 500, Washington, D.C. 20009

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